

Bookkeeper

📍 2245735 Alberta Ltd 📍 #311C 4363 167 Ave NW Edmonton, AB T5Y 3Y2

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Job Overview

📌 **Job Id:-** 25620761 📅 **Posted On:-** 2025, May 15 📅 **Valid Till:-** 2025, Dec 11 📌 **Category:-** Accounting & bookkeeping

Job Detail

Location: #311C 4363 167 Ave NW Edmonton, AB T5Y 3Y2

Salary: 35.50 hourly / 30 hours per week

Terms of employment: Permanent employment Full time

Start Date: Starts as soon as possible

vacancies: 1 vacancy

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Maintain general ledgers and financial statements

Prepare other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

Additional information

Work conditions and physical capabilities

Attention to detail

Personal suitability

Client focus

Judgement

Organized

Reliability

Team player

How to apply

By email

jatiumra5@gmail.com

Sign In

Sign Up

This website is a fantastic way to find out what profession you are good at and earn some money.

